

SFI and FSC Corrective Action Requests - Status 4/20/06

CAR Number	Corrective Action Request (CAR)	DNR Corrective Action Plan (Developed December 2005)	Planned Corrective Acition Plan Steps 4-20-06.	Status 4-20-06
SFI 2005-01B  (Visual Mgt)	Performance Measure 5.1 "Program Managers shall manage the impact of harvesting on visual quality." In some cases, visual management techniques were not implemented as prescribed.	Work Instruction 7.1 states that Foresters and Forest Technicians are to complete a <i>Timber Pre-sale Checklist</i> to assure that all management intentions as recorded in the inventory system have been provided for in the sale. The monitoring section of this work instruction, assigns the QA/QC responsibility to the Unit Manager.  Michigan DNR will continue to implement operational procedures as outlined in Work Instruction 7.1. Field Coordinators will review and address shortcomings identified during the management review process (internal audits). Work Instruction 7.1 will be amended to more clearly state that the FMFM Unit Manager is responsible for ensuring that operations inventory prescriptions and timber sale preparation specifications match.	1. Utilize timber sale pre-sale checklist.  2. Modify Work instruction to make Unit Manager responsible for OA/QC.  3. Management Review will address issue of sale specifications matching prescriptions.  4. Staff communications that reinforces requirement that timber sale specifications must match OI prescriptions.	1. Timber Sale pre-sale checklists are being completed for all timber sale proposals initiated after 6-20-05.  2. Work instruction modified and approved by SWC on 2-7-06.  3. The requirement to ensure prescriptions match timber sale specifications is being reinforced via the management review process - in progress.  4. Pending
SFI 2005-02  (Green-up)	Indicator 5.3.3 "Green-up" requirement (adjacency issue). On one harvest visited adjacent blocks were clear cut before trees were at least 3 years old or 5 feet tall.	The Michigan DNR will document future visual considerations that will include the green-up requirement of the SFI Standard.	1. Amend timber sale pre-sale checklist to include green-up evaluation.  2. Address green-up requirement in Management Review Process.  3. Develop guidance document for staff in regard to implementation of green-up requirement.  4. Reinforce requirment via staff communication.  5. Develop GIS layer to enable coarse filter checking of where issue may arise and to serve as prototype for IFMAP module.	1. The timber sale pre-sale checklist was modified on 2-15-06 to include an explicit check for adjacency and green-up requirements.  2. The green up requirement is being reinforced via the management review process in progress.  3. Pending  4. Pending  5. In progress
SFI 2005-03  (Prescriptions matching Inventory)	Indicators 1a, 3, 4, and 5 involve the forest inventory and management planning. In some cases, differences between inventory and prescriptions (data coding errors) have or will affect implementation of sustainable forest management practices.	Work Instruction 7.1 states that Foresters and Forest Technicians are to complete <i>Timber Pre-sale Checklist</i> . This pre-sale check prompts the administrator to assure that all management intentions as recorded in the inventory system have been provided for in the timber sale. In addition, the monitoring section of Work Instruction 7.1 assigns the QA/QC function to the Unit Manager.  Michigan DNR will continue to implement operational procedures as outlined in Work Instruction 7.1. Field Coordinators will review and address quality control shortcomings found through the Management Review process (internal audits). Work Instruction 7.1 will be revised to more clearly state that the FMFM Unit Manager is responsible for ensuring that operations inventory prescriptions and timber sale proposal coding match.	1. Utilize timber sale pre-sale checklist to monitor accurate implementation of prescriptions.  2. Amend work instruction to state that sale specification match inventory prescriptions and assign QA?QC function t;o Unit Manager.  3. Address issue of specifications matching prescriptions in the anagement Review process.  4. FMFM Division Chief to reinforce requirement via communiction to staff.  5.Utilize DNR internal audit process to check compliance.	1. Timber Sale pre-sale checklists are being completed for all timber sale proposals initiated after 6-20-05. Unit Mangers and TMS verify.  2. Work instruction 7.1 revised on 2-7-06 to state that prescriptions must match sale specification, and assigns the duty to ensure compliance to the FMFM Unit Manager.  3. The requirement to ensure prescriptions match timber sale specifications is being reinforced via the management review process which is in progress.  4. To be completed following approval of Mgt Review Summary by the Statewide Council.  5. Pending

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SFI 2005-04B (BMPs)	Indicator 3.1: Requires a program to implement BMPs during all phases of management activities. Michigan DNR has developed a system of internal checks against BMP requirements. The system is not yet mature, in that suggested repairs are not implemented. This system will be subject to re-audit when it matures sufficiently to assure continuing conformance against the requirements.	<p>Protocols are in place and staff are implementing them based on Work Instructions 3.1, 3.2 and 3.3. A BMP electronic database and form will be developed.</p> <p>DNR is presently using the process described in the work instructions. This process began in June of 2005, and is used to protect water quality and site productivity. Management Review will prioritize reported problems and identify remedial actions to address the most ecologically significant BMP problems. A Management Review is scheduled for December 2005.</p>	<p>1. All staff must submit BMP damage reports as sites are discovered.</p> <p>2. An electronic data base for BMP damage reporting will be developed for use by DNR staff and by public.</p> <p>3. BMP issue must be reviewed as part of the Management review process.</p> <p>4. A BMP task force will be appointed to develop methods to address reported problems.</p> <p>5. Acquire funding to resolve reported BMP problems.</p> <p>6. Priority BMP issues must be addressed.</p> <p>7. Obtain new Directors Order for emergency road closures per WI 3.3</p>	<p>1. BMP damage reports are being completed by all units. The reports were summarized and reviewed at the Jan 6, 2006 Management Review Meeting.</p> <p>2. A BMP electronic database and form was developed and is currently (April and May) being field tested.</p> <p>3. BMP issues were reviewed as part of the Management Review process. This led to formation of a BMP task force.</p> <p>4. A task force was appointed on 3-3-06 to determine improved methods of providing estimated cost of repairs for the more common types of BMP damage (in order to assist field staff in making more accurate estimates of repair costs and related funding needs), and to prioritize reported problems and identify remedial actions to address the most ecologically significant BMP problems. Recommendations are due June 2006.</p> <p>5. \$382,000.00 to be applied to resolve BMP issues in fiscal year 2006.</p>
SFI 2005-05 (ORVs)	Indicator 12.3.4 Requires providing recreation opportunities for the public, where consistent with forest management objectives. The Michigan DNR provides an extensive array of recreation opportunities, and natural resources are generally well-protected. In some cases illegal ORV use is causing damage that may be compromising environmental protections.	<p>DNR proposes to show, within one year, a wide array of efforts addressing ORV and road and bridge maintenance issues to include user education, enforcement, and remediation. Protocols are in place and staff are implementing them based on Work Instructions 3.1, 3.2 and 3.3. A BMP electronic database and form will be developed. Resource damage reports will be compiled, prioritized and corrective actions determined. Corrective actions will vary in intensity and activity depending on the degree, extent and level of damage. These data and concerns related to legal and illegal ORV use of state lands will be communicated to the ORV Advisory Board and the Forest Management Advisory Committee (DNR stakeholder boards).</p> <p>By January 30, 2006 the DNR will create a task force that will be charged with defining a Department-wide strategy for addressing illegal ORV use. The strategy will be defined by June 30, 2006, and it will address three fronts including user education, enforcement, and maintenance/restoration. DNR will demonstrate additional progress by the time of the first annual surveillance</p>	<p>1. BMP damage report form to be revised to identify ORV related problems.</p> <p>2. BMP damage report data related to ORV use will be communicated to the ORV Advisory Board and FMAC.</p> <p>3. ORV task force to be appointed to define a Department wide strategy for addressing illegal ORV use. Define strategy by June 30, 2006.</p> <p>4. Utilize ORV grant program to address BMP problems resulting from illegal ORV use.</p> <p>5. Statewide Council to approve Department Strategy to address illegal ORV use.</p>	<p>1. BMP damage reports are being completed by all units. The reports were summarized and reviewed at the Jan 6, 2006 Management Review Meeting. Revisions to the BMP damage report were drafted. Approval of new form by DNR forms committee is pending.</p> <p>2. Pending</p> <p>3. Appointments to the ORV task force were made on 2-28-06.</p> <p>4. ORV damage restoration funding has been available since 1991. Approximately \$230K is available annually. FMFM currently has approximately 20 on-going projects. Contingency funds are also available upon request to address emergency restoration needs annually.</p>
SFI 2005-06 (SIC)	Indicators 10.2.1, 12.2.1, 12.2.1, and 12.5.1 require involvement by the Michigan DNR in SFI Implementation Committee activities. Thus far, such involvement has been limited.	Michigan DNR will actively participate in SIC meetings and SIC subcommittee meetings following SFI certification.	1. FMFM Forest Certification Specialist to attend SIC meeting.	<p>1. November 2005 SIC and SFE subcommittee meetings were attended by the FMFM Forest Certification Specialist. Participation will be ongoing.</p> <p>NOTE: CAR was cleared by NSF-ISR in spring 2006.</p>

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FSC 2005.1  (Int'l agreements and treaties)	Compile a concise yet comprehensive register (annotated list) of applicable international agreements, conventions and treaties and distribute to field units; complete a review to assure that the Department is in compliance with all applicable international requirements.	Evidence relating to this CAR is listed and will be placed on the DNR forest certification web site. Most International agreements and conventions do not have a noticeable day-to-day relevance to the DNR's management of the State Forests.	1. Compile register - Jim Ferris  2. Conduct Dept review of register and confirm DNR compliance  3. Place register on DNR internet site and inform staff	1. Register completed March 1, 2006..  2. Pending  3. Pending
FSC 2005.2  (BMPs and Roads)	Develop and pursue strategies for securing additional personnel for public use management and road system maintenance; prepare a briefing report on steps taken and progress made.	<p>The DNR will continue to utilize ORV restoration grant funds available annually in the department's budget to address identified ORV damage. These grant funds are available to applicants to address the prioritized needs. DNR will also continue to work with the ORV Advisory Board to raise awareness of ORV issues, and to develop solutions.</p> <p>The DNR proposes to show, within one year, a wide array of efforts for addressing ORV and road and bridge maintenance issues. DNR will complete its BMP monitoring and management review cycle as per work instructions 1.2, 3.1, and 3.2. In addition, by January 30, 2006 the DNR will create a task force that will be charged with defining a Department-wide strategy for addressing illegal ORV use. The strategy will be defined by June 30, 2006, and it will address three fronts including user education, enforcement, and maintenance/restoration. DNR will demonstrate additional progress by the time of the first annual surveillance audit.</p>	1. All staff must submit BMP damage reports as sites are discovered.  2. An electronic data base for BMP damage reporting will be developed for use by DNR staff and by public.  3. BMP issue must be reviewed as part of the Management review process.  4. A BMP task force will be appointed to develop methods to address reported problems.  5. Acquire funding to resolve reported BMP problems.  6. Priority BMP issues must be addressed.  7. ORV task force to be appointed to define a Department wide strategy for addressing illegal ORV use. Define strategy by June 30, 2006.  8. Utilize ORV grant program to address BMP problems resulting from illegal ORV use.  9. Obtain new DRestors Order for emergency road closures per WI 3.3.  10. Prepare briefing report for auditors regarding steps taken and progress made.	1. BMP damage reports are being completed by all units. The reports were summarized and reviewed at the Jan 6, 2006 Management Review Meeting.  2. A BMP electronic database and form was developed and is currently being field tested.  3. BMP issues were reviewed as part of the Management Review process. This led to formation of a BMP task force.  4. A task force was appointed on 3-3-06 to determine improved methods of providing estimated cost of repairs for the more common types of BMP damage (in order to assist field staff in making more accurate estimates of repair costs and related funding needs), and to prioritize reported problems and identify remedial actions to address the most ecologically significant BMP problems. Recommendations are due June 2006.  5. \$382,000.00 allotted to resolve BMP issues in fiscal year 2006.  6. Pending  7. Appointments to the ORV task force were made on 2-28-06.  8. ORV damage restoration funding has been available since 1991. Approximately \$230K is available annually. FMFM currently has approximately 20 on-going projects. Contingency funds are also available upon request to address emergency restoration ne

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FSC 2005.3  (Tribal)	Demonstrate continuing progress, at the FMU level, in inviting tribal participation in the identification of tribal resources and the development of appropriate management prescriptions as well as monitoring of the impacts of management on tribal resources; prepare a briefing report on steps taken and progress made.	<p>The DNR will encourage additional one-on-one contact with the tribes. Initially, FMU Unit Managers will establish regular contact with key environmental tribal officers for those tribes where the tribal chairs are located within the FMU boundary.</p> <p>Through DNR contacts, tribes will be encouraged to participate in eco-regional and state-wide planning efforts.</p>	<ol style="list-style-type: none"> <li>1. Conduct annual meeting with 12 federally recognized tribes to discuss land management issues of common interest.</li> <li>2. FMU Unit Managers will establish personal contact with tribes located within their FMU.</li> <li>3. Tribes to be notified of Compartment reviews and open houses.</li> <li>4. District Planners will establish contact with tribes and include in management planning efforts.</li> <li>5. Participate in 1836 treaty negotiations.</li> <li>6. Prepare briefing report on progress made.</li> </ol>	<ol style="list-style-type: none"> <li>1. First such meeting was conducted in April 2005. Second meeting to be held in summer 2006.</li> <li>2. FMFM Unit Managers are beginning to make one-on-one contact with the 12 federally recognized tribes.</li> <li>3. The tribes are being notified of Compartment Review open house dates.</li> <li>4. EUP ecoregion planning team met with 2 east UP tribes to review planning effort.</li> <li>5. Significant interaction and negotiation with the five tribes that are included in the 1836 treaty is occurring in 2006.</li> </ol>
FSC 2005.4  (SHPO)	Develop and implement direction/protocols to DNR field personnel on the identification of sites of archeological, cultural, historic or community importance and the procedurally appropriate means for reporting such sites to the SHPO.	To address the concerns of the audit team, DNR will work with The Office of the State Archaeologist (OSA) to develop basic information and/or training for staff on site identification and reporting. Also, DNR will work with OSA to either confirm the adequacy of the current process or revise the process to meet their needs without compromising the possible sites. The protocol/process will be disseminated to staff. DNR expects to work with OSA to: 1) develop protocols for field identification and documentation of possible sites, 2) develop protocols for referring possible sites to OSA for assessment and evaluation, and 3) develop training and training materials (workshops, power points etc.) for staff.	<ol style="list-style-type: none"> <li>1. Develop written SHPO reporting protocol/procedure.</li> <li>2. Develop SHPO report form.</li> <li>3. Staff communication to disseminate information within DNR (to include additional training and posting of instructive information on the web .</li> <li>4. FMFM Division mgt team to approve process and form.</li> </ol>	<ol style="list-style-type: none"> <li>1. SHPO reporting protocol being developed.</li> <li>2. Reporting form developed and approved.,</li> <li>3&amp;4. Pending</li> </ol>
FSC 2005.5  (T&E Species)	<p>a) Develop and pursue strategies to assure a renewed/enhanced effort to conduct field surveys and assessments for rare, threatened, and endangered species and communities on the Michigan state forestlands.</p> <p>b) Develop and implement direction/protocols to DNR field personnel designed to assure more systematic on-the-ground assessment of state and federally listed plant species.</p> <p>c) Submit to SCS, no later than 6 months after award of certification, a briefing document that details progress made on parts a) and b).</p>	The DNR currently has a robust program in place to identify and protect threatened and endangered species (T&E) with funding being provided by the Wildlife and Forest, Mineral, and Fire Management Divisions.... The new Michigan Natural Features Inventory (MNFI) Identifying Priority Conservation Areas project will model within an ecological classification system framework, the best places to conserve for a variety of biodiversity values, including T&E species and rare natural communities. An important component of this project will be a quantitative evaluation of the "Natural Heritage methodology" for identifying the best places to conserve. Upon completion of field surveys within eco-units, the DNR and MNFI will have quantitative estimates of errors of omission in the identification of high priority areas to conduct field surveys. This project is one example of the DNR's systematic approach to the protection of notable natural features.	<ol style="list-style-type: none"> <li>1. Summarize new MNFI contracts and T&amp;E species survey request protocol and send to auditors.</li> <li>2. Provide guidance in outline form for DNR staff on how to investigate the occurrence of T&amp;E species and how and when to request on-the-ground assessments.</li> <li>3. Prepare briefing document and send to auditors by July 1</li> <li>4. Specify, prepare, and deliver necessary training.</li> <li>5. Prepare document for DNR staff on Frequently Asked Questions regarding SCAs.</li> </ol>	All are pending.

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FSC 2005.6 a&b (Stand biodiversity )	Develop and implement direction/protocols to DNR field personnel on: a) the ecological bases for in-stand structural retention, particularly during regeneration harvesting, to assure more consistent uptake across all FMUs b) the identification and management of areas (as small as portions of individual stands) possessing notable ecological attributes, to assure more consistent uptake across all FMUs	(a) Recommendations/direction for in-stand structural retention is currently being developed. FMFM and Wildlife Divisions are in the process of revising Silvicultural Guidelines for State Forest Cover Types. These guidelines will include specific recommendations by cover type for both green tree and dead wood retention levels. The portion of the Silvicultural Guidelines pertaining to ecological bases for in-stand structural retention and the related biodiversity guidelines for major cover types will be completed by March 31, 2006.	1. Wildlife ecologists draft retention guidelines as follows: Jack pine, red pine, oak, and birch by 3-31-06; N. Hardwood, Spruce/fir, and white pine by 4/14; L. Conifer, L. Hdwd, Cedar, and Tamarack by 6/2/06.  2. VMT to review draft guidelines and approve final version of in-statnd retention guidelies by 4/24/06 for upland types and 6/30/06 for lowland species.  3. Division Mgt team approval of upland sivicultural guidelines by 5/11/06 and of lowland species by 7/13/06  4. Statewide council approval by 6/6/06 for upland types and 7/13/06 for lowland types.	All are pending.
FSC 2005.6 c (Ungulate Study)	c) An assessment—throughout the ownership—of effects of browsing by ungulates.	c) The Vegetation Management Team is establishing a sub committee to address mammalian herbivory on state forest lands. This committee will be made up of WLD and FMFM staff with the express purpose of: 1) developing a protocol to measure the extent of browse on select species; 2) implement the protocols to assess browse; and 3) propose solutions should herbivory be determined to have a significant negative impact on forest vegetation. This committee will be formed by January 1, 2006. The committee will develop protocols by May 1, 2006 and assessments will begin by June 1, 2006. A preliminary assessment will be completed within one year.	1. Develop and approve charge for team.  2. Appoint cervid herbivory team.  3. By October 2006, adopt procedure for measuring impacts.  4. Begin assessment by October 2006.	1. Draft charge was written on 2/14/06 for approval by Statewide Council.
FSC 2005.7 (Habitat Connectivity)	Within the OI/IFMAP and eco-regional planning processes, modify procedures as necessary to assure maximum practicable habitat connectivity.	Successful implementation of existing Work Instructions and a new MNFI State-wide Surveys Project (a part of the biodiversity conservation analysis), will assure that habitat connectivity at the landscape level is considered in the management of State Forest land.	Draft report that documents procedured on how DNR successfully implements Habitat Connectivity in the landscape.	Most Forest Management Units have implemented the new pre-inventory review which places the year's compartments into a broader landscape context. Wildlife Division has held a 2-day training on habitat issues and is continuing to work on developing desired future conditions for habitats and other related habitat analyses. Habitat connectivity is covered in Chapter 5 of both the State Forest and ecoregional plans.
FSC 2005.8 (Biodiversit y)	Undertake necessary departmental actions to: a) Re-establish active designations to the Natural Areas Program. b) Assure completion of the Biodiversity Conservation Committee's Phase I analysis in time to provide substantive guidance in the development of the EUP eco-regional plan. c) Submit to SCS, no later than 6 months after award of certification, a briefing document that details progress made on parts a) and b).	(a) The biodiversity conservation planning process will be the method the DNR uses to identify ERAs, HCVAs and SCAs. DNR will clarify how natural area designations fit into this process by June 1, 2006.  (b) Many of the Biodiversity Conservation Committee's Phase I tasks identified below are under way. The DNR will keep the auditors abreast of progress on these tasks, though not all may be able to be accomplished by June, 2006.	a. Document status of Natural Areas Program including the backlog of Natural Area Nominations on State Forest Lands by June 1, 2006.  Natural areas program to provide an action plan (to include backlog of natural area nominations) in regard to CAR 8a by June 30, 2006  SWC to approve action plan.  Provide briefing document on progress in dedicating new Natural Areas by June 30 and again on October 1, 2006.  b. Provide briefing document on progress in implementing Phase I by June 30, 2006 and again on October 1, 2006.	

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FSC 2005.9 (Ecoregion Plans)	a) Commit sufficient departmental resources to complete the three eco-regional plans by the announced completion dates and in full conformance with the established protocols, including substantive stakeholder involvement b) Conduct an assessment of current resources committed to EUP eco-regional planning effort and augment as needed, in light of the much shorter time line committed to for completing this plan	Part (a): All three eco-regional planning teams have prepared timelines for completion of their respective plans according to Work Instruction 1.3. Eco-teams are presently making staff assignments and organizing work groups according to the timelines and Work Instruction 1.3. A set of state-wide Criteria and Indicators (C&I) have been drafted based on stakeholder input and values exploration. Plan development, including C&I and other analyses, has been supported by other external public agencies (e.g., US Forest Service, MNFI). Aside from initial stakeholder values gathering efforts, public review of the eco-regional plans will occur at least twice during plan drafting and rollout for all three eco-regions. State-level staff are assisting in the eco-regional planning effort.	East UP ecoplan is scheduled to be completed by December 2006 with final review and approvals by May 2007.	The EUP eco-plan is currently under development and appears to be on schedule. Projections are to complete a draft plan by Sept 1, 2006 for review by the DNR management Teams and the Statewide Council. Public review will occur in August and December.  A Statewide Plan is being drafted. The Statewide Council has approved a tentative timeline. The target date for an approved statewide plan is December 2006.
FSC 2005.10 (Plan updates)	Establish and make publicly available written protocols for the scope and periodicity of updates/revisions to all management planning documents, including but not limited to eco-regional planning.	By March 31, 2006 the Statewide Resource Planning Team will add expected update/revision dates to the compendium of plans referenced in CAR 11.	1. Develop written protocols for plan updates.  2. SWC to approve protocols.  3. Post on web	In progress - expected to be completed by June 30, 2006.
FSC 2005.11 (Umbrella summary document)	Develop and make publicly available a tractable and concise umbrella summary document that meets the FSC content requirements and provides a clear description of how the many DNR management planning documents and initiatives function as a cohesive whole.	As noted by the auditors, a compendium of planning documents has already been built into the forest certification web site. The site will be reorganized by the Statewide Resource Planning Team and presented in a format that explains how all of the different documents function as a cohesive whole to further the attainment of our management goals and objectives.  Section 1.3 and Appendix D of the Operational Management Guidance document address the issue of the many DNR planning documents and initiatives, and will be modified to present the same information as the web site.	1. Create umbrella summary document.  2. Division Mgt teams and SWC to approve document.  3. Place document on web.  4. Update summary document annually.	1. In progress - expected to be completed by June 15, 2006.

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FSC 2005.12  (Chain-of-custody)	Establish written chain-of-custody procedures that comply with the FSC Principles of Chain-of-Custody and that assure: a) Written notification to all DNR stumpage purchasers that the certified status of the wood harvested from the state forests will not be maintained unless the purchaser is either, themselves, a holder of a FSC CoC certificate or member in good standing of a FSC Group CoC certificate. b) All paperwork associated with timber sales on the state forests include the DNR's unique FM/CoC certificate number (to be assigned at award of certification). c) DNR has developed procedures that will enable it to provide SCS with quarterly sales volumes, by purchaser, estimated as robustly as possible.	a) The Timber Sale Specialist will insert a statement into general specifications/bid instruction in every Timber Sale Prospectus: "The area encompassed by this timber sale is certified to the standards of the Forest Stewardship Council (FSC) – Certificate #SCS-FM/COC-XXXXXX and the Sustainable Forestry Initiative (SFI) – Certificate #XXXXXX. Forest products from this sale may be delivered to the mill as "FSC and / or SFI certified" as long as the contractor hauling the forest products is chain-of-custody (COC) certified or covered under a COC certificate from the destination mill. The purchaser is responsible for maintaining COC after leaving the sale area." b) The above statement will be inserted into the general contract specifications of every Timber Sale contract. c) The Timber Sale Specialist will provide required information to the FSC auditor. Reporting volume will be total volume in cords and will be reported on a monthly rather than quarterly basis.		In response to this Major CAR, DNR prepared and submitted to SCS a written chain of custody policy document that directly and adequately addresses each of the requested actions. Accordingly, this CAR has been closed.
REVISED FSC 2005.13  (HCVAs)	DNR must undertake the following actions with regard to the identification and management of areas meeting the FSC's definition of "high conservation value forests" as further guided by the FSC Lake States Regional Standard: a) Finalize the establishment and public distribution of the process by which members of the public may make SCA/HCVA/ERA nominations b) Document and revise as needed procedures for assuring coordination with other ownerships possessing HCVF areas within the landscape c) Develop/clarify HCVF monitoring protocols	<p>The Statewide Council (SWC) is scheduled to appoint a statewide Biodiversity Conservation Planning Team at its November 1, 2005 meeting. The Biodiversity Conservation Planning Process defines several immediate activities they will undertake. In addition to these activities they will clarify the process by which members of the public may make SCA/HCVA/ERA recommendations. This information will be on the DNR website by December 31, 2005.</p> <p>Monitoring of HCVAs include the following:</p> <ul style="list-style-type: none"><li>• Per Work Instruction 1.4 Biodiversity Management on State Forestlands HCVAs are reviewed during Compartment Reviews.</li><li>• Internal Audits that include monitoring and review of SCA/HCVA/ERA are conducted each year.</li><li>• Opportunistic Field Surveys (OFS) will be used to report on the ground conditions/changes on HCVAs.</li></ul>	<p>1a. Provide understandable guidance on how DNR processes SCA nominations from public 1b. Inform FMU staff in this process. 1c. Modify work instruction. 1d. Provide evidence to auditors</p> <p>2a. Collect evidence of existing coordination from field staff (Kim) by June 1. 2b. Develop and describe procedure on how DNR will coordinate HCVA conservation efforts in the landscape. (Mike Donovan by July 1) 2c. Link procedure to statewide and ecoregional plans (Dave Price) 2d. Revise work instruction</p> <p>3a. Complete draft HCVA monitoring protocols (Kim by May 8) 3b Sub group to review draft and assist in finalizing (Kim, Cara, Mike D., Richard H.and Dennis by June 15) 3c Review and Approval of monitoring protocols by FCIT, Mgt Teams, SWC 3d WI revision by July 1. 3e Roll out to public and staff</p>	Subsequent to the issuance of a Major CAR, DNR did complete the process of naming the members of the Biodiversity Conservation Committee (now called the Statewide Biodiversity Team) and the first meeting of the committee was held January 5, 2006. Additionally, DNR submitted to SCS a summary document describing additional actions taken in response to this CAR. These actions entail: a) developing and posting on the DNR web site a document entitled: "Biodiversity Conservation on DNR-Owned Lands:Conservation Area Recommendation Process," b) developing a draft conservation area recommendation form, also posted on the web, c) developing a draft schematic/flowchart that further describes the conservation area recommendation process, and d) describing how the Statewide Biodiversity Team will take up the issue of coordinating with other landowners on high conservation area management and on HCVF monitoring. In the judgment of the auditors, these responses were of sufficient substance to warrant downgrading this Major CAR to a Minor CAR and narrowing the remaining focus.